

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

The Office of MN.IT Services @ The Department of Education

Project Title: SLEDs Analytics

Category: Web Application Design & Development

Business Need

MN.IT @ Education has the need to supplement its development staff with one developer for a project of approximately twelve month duration, to support analysis of Minnesota student data contained in a data warehouse utilizing the business intelligence tool WebFOCUS.

The warehouse is sometimes described as the P-20 warehouse or Statewide Longitudinal Education Data System (SLEDs) warehouse. Such descriptions were chosen because the data will span the years of a student's life from birth through post-secondary school to workforce. (The warehouse will facilitate longitudinal analysis.) The data is drawn from multiple sources – MN Department of Education (MDE), MN Department of Health (MDH), MN Department of Human Services (DHS), MN Department of Economic Development (DEED), and the MN Office of Higher Education (OHE). All work will be directed by MN.IT @ Education project managers.

Project Deliverables

The scope of the SLEDs Analytics effort is to devise, design and develop a suite of options for pre-defined data analysis, secure processes for research dataset generation and transition to long term operation.

The following deliverables are in progress, and will be executed by the selected candidate:

- Additional Early Childhood Longitudinal Data System (ECLS) and Statewide Longitudinal Education Data System (SLEDs) Analytics Public Reports
- Researcher Data Marts
- Initial Data Mart/Data Request Fulfillment
- Any additional analytical development, as directed by the P20 Governance Board, and the Data and Research committee.

Project Milestones and Schedule

The project is ongoing, and is scheduled to have a burst of development through the next fiscal year. The project developer selected will be expected to be available on or about October 19, 2015 for an engagement of approximately twelve months.

Project Environment

The successful responder will supply **one WebFOCUS developer** to work directly with existing IT management and MN.IT Services staff to implement the analytics as described above.

Project Requirements

The successful responder will:

- Have extensive experience with WebFOCUS and other Business Intelligence tools
- Have senior level skills in the WebFOCUS development environment
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed.
- All work and resulting products must comply with the Minnesota Accessibility Standards adopted September 1, 2010.

Responsibilities Expected of the Selected Vendor

The selected vendor will be required to:

- Provide frequent documentation and status updates through MN.IT @ Education's project managers.
- Provide training and knowledge transfer and product documentation where required by MN.IT @ Education.
- Work with MN.IT @ Education's Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the project work plan.

Required Skills (to be scored as pass/fail)

Only candidates with the required minimum qualifications will be scored.

Required minimum qualifications:

- Five years of experience designing and developing business intelligence reporting systems in a data warehousing environment using star schemas, data cubes, and data marts.
- Five years' experience developing web applications and reporting systems with the WebFOCUS Business Intelligence and Analytics Platform including WebFOCUS 8 experience.
- Five years' experience designing and developing SQL data tables, procedures, and functions as part of developing business intelligence reporting systems.
- Five years' experience with web application design and development technologies including HTML, CSS, Javascript, and JSON.
- Two years' experience designing and developing mobile-first reporting systems with emphasis on responsive design and performance optimization.
- 2 years' experience in creating accessible work product, specifically in conformance with the Web Content Accessibility Guidelines (WCAG) 2.0 , level AA.

Desired Skills

- Experience with or business knowledge of state data sets including but not limited to institutions of higher education, labor and industry.
- 2 plus years' experience with identifying and de-identifying individual private level data from a business and/or technical perspective
- Subject matter expertise in education including K-12, higher education, workforce and or labor data and research
- Experience in coaching or team development situations

Process Schedule

Deadline for Questions	Thursday, October 1, 2015; 2:00 PM CT
Anticipated Posted Response to Questions	Wednesday, October 7, 2015
Proposals due	Monday, October 12, 2015; 2:00 PM CT
Anticipated proposal evaluation begins	Tuesday, October 13, 2015
Anticipated proposal evaluation & decision	Thursday, October 15, 2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Leah Wilhelmy
 Organization: MN.IT Services
 Email Address: mn.it_contracts@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Experience (50%)
- Desired Skills (20%)
- Cost (30%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows and e-mail should have the subject line "**Company Name, RFO #**"

Cover Page:

Vendor Name
Vendor Address
Vendor City, State, Zip
Contact Name for Vendor
Contact's direct phone/cell phone (if applicable)
Contact's email
Resource Name being submitted

Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also include the name of the reference who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
5. Conflict of interest statement as it relates to this project
6. **Cost Proposal** must be in a **separate document** and not listed in any other place in your submission. Attachment titled as "Cost Proposal, Company Name, RFO #0086"
 - a) Cost should be submitted according to the following:
 - 1) Provide the hourly cost of the candidate being submitted for consideration.
7. Required forms to be returned or additional provisions that must be included in proposal:
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 - c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - d) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Proposal Submission Instructions

- Vendor is limited to submission of **1 resume/candidate** in response to the Request for Offers
 1. Vendors must submit response packages and candidate resume directly to Leah Wilhelmy. This must be done via e-mail attachment to leah.wilhelmy@state.mn.us.

2. Cost Proposal must be in a separate document and not listed in any other place in your submission. Attachment titled as "Cost Proposal, Company Name, RFO #0086"
 - a) Cost should be submitted according to the following:
 - 1) Provide the hourly cost of the candidate being submitted for consideration..
3. Submissions are due according to the process schedule previously listed.
4. **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
5. **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:
<http://mn.gov/mnit/programs/policies/accessibility/>.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small

businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.